



**Institutional Handbook of Operating Procedures**  
**Policy 03.06.02**

Section: Human Resources	Responsible Vice President: Vice President and Chief Human Resources Officer
Subject: Employee Relations	Responsible Entity: Human Resources

**I. Title**  
*Time Off for Voting*

**II. Policy**  
In accordance with statutory provisions, UTMB provides all employees with sufficient time off, without a deduction in salary or accrued leave, to vote in each national, state, or local election. This time is reported as time worked. Advance notice shall be given to the supervisor in order to ensure that proper coverage can be maintained.

Whenever possible, employees are expected to vote before or after normal working hours on an official election day (any day the polls are open for federal, state, or local government elections) or by absentee ballot prior to the election day. If it is not possible for an employee to vote during off hours, supervisors are authorized to grant a reasonable period of time off during working hours.

UTMB complies with applicable federal and state laws and regulations and strives to maintain an environment which does not discriminate against applicants or employees on the basis of race, color, national origin, sex, age, religion, disability, sexual orientation, gender identity and expression, genetic information, or veteran status.

**III. Relevant Federal and State Statutes**  
[Texas Government Code, §661.914](#)

**IV. Dates Approved or Amended**

<i>Originated: 12/01/1990</i>	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>
03/07/2013	11/17/2016
04/08/2013	10/03/2019
	05/09/2023

**V. Contact Information**  
Human Resources Employee Relations  
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